

BUREAU OF HUMAN RESOURCES  
STATE HOUSE STATION #4  
Telephone—207-289-3761 (Voice)  
207-289-4537 (TDD)

ROOM 214  
AUGUSTA, ME 04333

## STATE OF MAINE

### AGENCY WIDE PROMOTIONAL OPPORTUNITY

Agency: Human Services  
Pay Range: 26  
Bargaining Unit: B



Date Issued: August 8, 1988  
Date Closing: August 22, 1988  
Professional & Technical Services  
Bulletin # 6376  
(26)IBM  
LBoyett

HEALTH PROGRAM MANAGER (424088)

\$455.60-499.60-522.40-547.60-571.60-598.80-627.60/wk.

PURPOSE OF ANNOUNCEMENT: To recruit qualified candidates for an immediate vacancy in the Bureau of Health, Department of Human Services, Augusta, Maine.

SCOPE OF WORK: This is administrative and managerial work in directing the Women and Children's Preventive Services Program in the Division of Child Health.

TYPICAL DUTIES:

- ... Prepares program budgets, devises and implements necessary fiscal monitoring systems.
- ... Develops policies, fiscal management procedures and program coordination to manage an effective program.
- ... Consults with various health professionals, boards, councils, committees, program specialists and agency personnel to discuss and coordinate planning, needs assessment, program development and evaluation of health services in the Women and Children's Preventive Services Program.
- ... Determines and achieves the goals and objectives to be carried out under the assigned program area.
- ... Develops, reviews and administers agency grant proposals for program funding.
- ... Approves, monitors and evaluates agency grants and contracts with resource groups.
- ... Oversees the work of subordinates.
- ... Oversees the collection of data.

REQUIRED KNOWLEDGES AND ABILITIES:

- ... Knowledge of health program management principles, theories, and practices.
- ... Knowledge of health and medical care delivery systems and services available through public and private providers.
- ... Knowledge of socio-economic impact of program's related diseases.
- ... Knowledge of program budgeting, grants administration and program fiscal monitoring practices and techniques.
- ... Ability to develop program budgets, write grants and write grant reports.
- ... Ability to plan, direct, implement and evaluate a health services program.
- ... Ability to communicate and consult effectively with individuals and groups involved with providing effective health care programs and services.
- ... Knowledge of chronic diseases and proper public health responses.
- ... Ability to deal with physicians, health agencies and the public.

## POST IN A PROMINENT PLACE

2023671659

## GENERAL INFORMATION TO CANDIDATES

1. **HOW TO APPLY:** Applications may be obtained from the Bureau of Human Resources, State House Station 4, Augusta, any local office of the Maine Job Service or your Departmental Personnel Office. You may apply to be examined for a variety of State positions, but you must submit a separate application form for each job classification for which you wish to apply. Applications are considered for employment based upon information supplied on the application plus supporting documents. Incomplete or inadequate entries may cause an application to be unnecessarily rejected.
2. **EXPERIENCE SUBSTITUTED:** In rating experience and training qualifications as listed, applicants will be accepted for examination if their applications show an acceptable equivalent combination of experience and training, except where educational qualifications are reflected in necessary registrations such as to practice medicine or engineering, or where such educational requirements are set as standards by federal agencies making grants-in-aid or otherwise contributing to State programs.
3. **ORAL EXAMINATION:** The Bureau of Human Resources reserves the right to include an oral examination as a component part of the examination and to summon only those candidates receiving the highest rating in the preceding phases of the total examination process.
4. **RESUMES:** Education, training and experience used for meeting minimum qualifications used in establishing a score through a training and experience evaluation must be listed on the application itself. You may amplify or supplement this information by use of a resume.
5. **CLOSING DATES:** We adhere strictly to these dates so make sure your application arrives on time and is complete.
6. **SALARY:** Appointments normally will be made at the beginning step in the salary range.
7. **APPEALS:** Any competitor may appeal to the Director of the Bureau of Human Resources for a review of his/her rating in any examination. Such appeals must be requested in writing and within thirty calendar days after the date such examination notice result was postmarked.
8. **APPOINTMENTS:** Appointments are made by the various State Department Heads and not by the Bureau of Human Resources. When there is a vacancy in any department the Bureau of Human Resources submits a list of eligibles from the appropriate register. The Department Head may select any one of those certified to fill the vacancy. The remaining names are returned to the list and will be considered for other vacancies.
9. **PROBATIONARY PERIOD:** All appointments to permanent positions are made for a probationary period of not less than six (6) months, and this probationary period is an essential part of the examination process. During this period, the work and conduct of the employee is systematically checked and reported on by a supervisor to determine whether permanent appointment is desirable.

**MINIMUM QUALIFICATIONS:** A Baccalaureate Degree in Public Health, Health Sciences, Health Education, the Behavioral Sciences, Nursing supplemented by a minimum of three (3) years experience in health program planning, development, implementation and evaluation or a Masters Degree in one of the above areas and one (1) year of experience in a public health program or an acceptable equivalent combination of education, training and experience.

**LICENSING REQUIREMENT:** Licensed Registered Nurse required for this position.

**EXAMINATION:** Will consist of a numerical evaluation of Training and Experience (100%).

**APPOINTMENT LIST:** (Register) will be established on an Agency Promotional basis and will be abolished after 90 days or when the position is filled.

**NOTE:** All completed application materials must be received by the Bureau of Human Resources, Station #4, Augusta, Maine no later than 5:00 p.m., August 22, 1988.

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